



SHORT-TERM RESIDENTIAL RENTAL PERMIT (STRR) APPLICATION FORM

General Information		
Project Location (Address):	Lot Size:	Area of Existing House (living area + attached garage):
Applicant Name (Print):	Phone Number:	Email:
Applicant Address: City: State: Zip Code:	Applicant Signature:	
Unit Property Owner Name (Print):	Phone Number:	Email:
Property Owner Address: City: State: Zip Code:	Property Owner Signature:	
What type of STRR will you operate?		
<input type="checkbox"/> Hosted Unit (property owner lives on-site) <input type="checkbox"/> Non-Hosted Unit (host not on site, 120-day limit) <input type="checkbox"/> Accessory Dwelling Unit (ADU) legally created before January 1, 2020 (host on or off-site, 120-day limit). ADU's created after January 1, 2020 cannot be rented for less than 30 days.		
Property Information (Add additional sheets if necessary)		
<input type="checkbox"/> Apartment: Number of rooms rented ____. If not the owner, does lease allow for short-term use? Will renter have access to on-site parking? __Y__N. Is unit accessed via secure common area or hallway? __Y__N <input type="checkbox"/> House: Number of bedrooms ____ Is on-site parking available for guest? __Y__N <input type="checkbox"/> Multi-Family property: Number of units on property rented ____ Is on-site parking available for guest? __Y__N <input type="checkbox"/> Accessory Dwelling Unit (ADU) legally created before January 1, 2020. Size/Bedrooms ____ Is main unit rented? __Y__N		
Additional Information About Rental		
Rental Platform Advertising and Transient Occupancy Tax		
<input type="checkbox"/> Airbnb <input type="checkbox"/> VBRO <input type="checkbox"/> Expedia <input type="checkbox"/> Other(s): _____ <input type="checkbox"/> Has Transient Occupancy Tax (TOT) been collected by the advertising/rental platform? __Y__N		



SHORT-TERM RESIDENTIAL RENTAL (STRR) PERMIT INFORMATION

Below are the three steps on how to become a host and to operate and maintain a STRR in San Bruno:

1. BECOME A CERTIFIED HOST

- **Be the permanent resident** – provide evidence of owner occupancy for the primary dwelling unit.
- **Register for a business license**
- **Have property liability insurance**
- **Resolve any code violations**
- **Obtain a short-term residential rental zoning permit**

2. HAVE A CERTIFIED DWELLING UNIT

- **Property must be located and operated in a permitted type of unit** – single-family, two-family or duplex or multiple-family dwelling unit (see below)
- **Must be compliant with all city codes** – inspection by building inspector and fire marshal required before issuance of permit (inspection required for bi-annual renewals).
- **Must be compliant with all building and safety regulations** – required smoke detectors, carbon monoxide detectors and a heating system in accordance with the California Building Standards Code.
- **Must have approved fire safety and evacuation plan information posted** – print and post signs approved by the city fire marshal inside the front door of the unit.

3. STAY COMPLIANT

- **Comply with annual rental duration limits and bedroom limits**
- **Comply with all operational standards**
- **Collect and remit all applicable city taxes** – transient occupancy taxes (TOT) and business license taxes owed associated with the STRR.
- **Renew short-term residential rental zoning permit bi-annually** – submit payment of the required permit renewal fee and renewal application form prior to the renewal date (December 31st of the year issued).
- **Renew city issued business license annually**



Below is information about permitted types of units and operational standards:

(A) Permitted Types of Units, Annual Rental Duration Limits, Bedroom Limits:

1. **Hosted Unit** – owner-occupied dwelling unit where at least one property owner physically occupies the unit as their sole primary residence. There is no maximum annual usage limit for utilization as a STRR.
 - i. No more than three individual bedrooms may be rented at any given time.
2. **Non-Hosted Unit** – an entire dwelling unit (three-bedroom max) may be utilized for STRR use subject to an annual usage limit of no more than 120 calendar days per calendar year.
3. **Accessory Dwelling Unit (ADU)** – an existing ADU legally created before January 1, 2020 where the primary single-family dwelling unit is owner occupied may be utilized for STRR use subject to an annual usage limit of no more than 120 calendar days per calendar year.

(B) Operational Standards:

1. **Advertising** – All advertising for a STRR shall include the number of the permit granted for the use.
2. **Local contact information** – provide a local contact person who shall be available 24/7 during non-hosted stays to accept any complaints and is required to respond within sixty minutes to complaints and be fully authorized to take remedial action to resolve such complaints.
3. **Special Events** – parties, for-profit commercial uses, or corporate events on the property are prohibited.
4. **Noise** – operation of the STRR unit must comply with the city noise ordinance.

Parking – no additional parking shall be required for STRR's. Existing on-site parking spaces shall be made available for short-term rental occupants.